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5 December 1955

MEMORANDUM FOR: Director of Administration

SUBJECT : Reimbursing Commo Allotment and/or Commo Personnel
Pertaining to Matters Discussed in [REDACTED]

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1. In connection with the discussion held in subject memorandum, it is desired that these reimbursements to either the employees direct or the Commo Allotment be accomplished as follows:

a. Commo will prepare travel orders through their normal process charging either Commo Allotment or Project Allotment. (If Project Allotment is shown on the travel order, it must be forwarded through this Office for certification as to availability of funds.)

b. If Commo orders obligate their own monies, it should cover only the portion of the trip bringing each individual from the field installation involved to Washington, D.C. and return.

c. Agency travel orders will be issued against the Project Allotment covering temporary duty of each employee for the time they are in the continental United States for training purposes. This reimbursement will be made directly to each individual concerned, for security reasons which are obvious, and the necessary details concerning each action will be maintained in the records of the Project Comptroller.

d. If Commo Allotment should be cited on the travel order bringing the individuals to Washington, as specified in paragraph 1.b. (above), an appropriate adjustment voucher will be processed by the undersigned to the acting division at the time the costs are known, debiting Project funds and crediting Commo funds. This, in my opinion, would be the simple way of effecting reimbursements since State Dept. and/or military may be concerned. However, if Commo desires to obligate Project funds and can handle the internal process within their administrative staff for the trip from the overseas installation to Washington and return, there would be no objection on the part of the Project for such processing to be employed.

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2. It is believed that either of the above would be an entirely satisfactory solution to the problem at hand and, as you are aware, we are quick to make settlement to the traveler immediately prior to departure from Project funds for the temporary duty entitlement during his stay in the United States.

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Project Comptroller

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